



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

CAJS-FP

7 July 2004

MEMORANDUM FOR CALIFORNIA NATIONAL GUARD ARMY AND AIR SENIOR
COMMANDERS

SUBJECT: The Adjutant General's Symposium on Family Readiness in the California National Guard

1. Plans are moving ahead for the 18, 19 September 2004 Adjutant General's Symposium on Family Readiness in the California National Guard (postponed from 14, 15 March 2004). We look forward to working with you and the representatives from your Senior Command on how we can enhance our Guardmembers' readiness through strengthen Family Readiness.

2. Symposium Attendees: The symposium is designed for commanders, senior noncommissioned officers, primary command/unit staff, and unit family member volunteer leaders. Other individuals with a role in the readiness of Guardmembers and their families (i.e. chaplains, recruiting and retention personnel, American Red Cross, Active Duty Family Service workers, etc.) are also invited and encouraged to attend.

3. Symposium Registration: In this packet, you have registration forms for both military chain of command and family member chain of concern attendees. Each Senior Command needs to consolidate their completed attendee registration forms (one form for each attendee) along with individual conference registration fee checks and return them to the Operation Ready Families Program Office under the provided 1st endorsement - *no later than 27 August 2004*.

4. Funding

a. Family Member Volunteer Coordinator Attendees - The Operation Ready Families Program Office will publish appropriated funds invitational travel orders a pre-determined number of Army Senior Command family member volunteer coordinator representatives (see para 5) who live outside the 50 mile radius of the Symposium site. These coordinators are to be chosen from throughout the Senior Command - **preferably from field level units**. Senior Commands may bring additional family member volunteer coordinator attendees at the command's own expense. Family member volunteer coordinators who live within the 50 mile radius of the Symposium will be reimbursed for the mileage. Funding for Air Guard family member volunteer attendees is the responsibility of the Senior Command. Wings should use the

funding provided directly from NGB at the beginning of the FY. 129th RQW is responsible to support family member volunteer coordinators of the 162nd CCG.

b. Military Attendees - Funding for all Air and Army military attendees is the responsibility of individual Senior Commands.

5. The following headquarters are invited to submit registration packets for this conference (the number in parentheses is the number of family volunteer coordinator quotas for Operation Ready Families Program invitational travel orders):

Army Division (2)

40th Infantry Division HQ (2)
40th Infantry Division Troops (2)
1/40th ID (2)
2/40th ID (2)
3/40th ID (2)
Eng Bde, 40th ID (2)
DIVARTY, 40th ID (2)
Avn Bde, 40th ID (2)
DISCOM, 40th ID (2)
49th Combat Support Command HQ (2)
100th Troop Command (2)
115th Troop Command (2)
AVCRAD (2)
Det 5, Recruiting and Retention (1)
Counterdrug Command (1)
STARC (1)
223rd Infantry Regiment (1)
State Military Reserve (1)

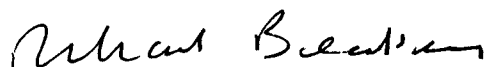
Air Division (2)

129th Rescue Wing (2)
144th Fighter Wing (2)
146th Airlift Wing (2)
162nd Combat Comm. Group (2)
163rd Air Refueling Wing(2)

6. Attached you will find your registration packet for the Symposium. Please be sure to read the attached information sheet carefully and to note the suspense dates.

7. If you have any questions concerning the Symposium of the registration process, please contact June Sato, Operation Ready Families Program Assistant at (800) 449-9662, (916) 854-3345, DSN 466-3345, or CAGNET 63345. The office email is june.sato2@js.ca.ngb.arm.mil.

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RICHARD E. BEARDSLEY
COL, GS, CAARNG
Director J6, Command, Control
Communications and Computers

*The
Adjutant General's Symposium
on Family Readiness in the
California National Guard*

Senior Command
Registration Packet

The Adjutant General's Symposium on Family Readiness in the California National Guard

On 18, 19 September 2004, the Adjutant General will host the third Symposium on Family Readiness in the California National Guard. The vision for the meeting is to provide a forum for Guard Family Action Plan issue raising/development that will assist the California National Guard and other commands enhance the readiness and wellness of families. The following is information concerning the symposium:

Event Location – The Symposium will be held at the Sheraton Anaheim Hotel, located off of Highway 5 at the Disneyland Drive exit.

Symposium Attendees – The symposium is designed for commanders, senior noncommissioned officers, primary command/unit staff, and unit family member volunteer leaders. Other individuals with a role in the readiness of Guardmembers and their families (i.e. chaplains, recruiting and retention personnel, American Red Cross, Active Duty Family Service workers, etc.) are also invited and encouraged to attend.

Symposium Registration – In this packet, you have registration forms for both military chain of command and family member chain of concern attendees. Each Senior Command needs to consolidate their completed attendee registration forms (one form for each attendee) along with individual Symposium registration fee checks and return them to the Operation Ready Families Program Office under the provided 1st endorsement - ***no later than 27 August 2004.***

Hotel Registration – Hotel reservations are the responsibility of the attendees. Please call the Sheraton Anaheim group reservations at (866) 912-1145 and identify yourself as being with the California National Guard Operation Ready Families Program Symposium. If there are any problems making a hotel reservation, please ask to speak with Cindy Smith at the Sheraton (714) 234-2405. ***Deadline for reservations is 27 August 2004.***

Registration Fee - A non-refundable Symposium fee of \$50.00 needs to accompany the attendee's registration form. The check/money order should be made out to the Quality of Life Family Program and mailed to the Operation Ready Families Program with Senior Command's consolidated Symposium registration. This fee covers Saturday and Sunday continental breakfast, morning and afternoon break service, and Saturday's Luncheon. If you have additional individuals that want to attend the Luncheon but will not be attending the symposium, please include an additional \$25.00 per person.

Funding –

Family Member Volunteer Coordinator Attendees - The Operation Ready Families Program Office will publish appropriated funds invitational travel orders for a

prescribed Army Senior Command Family Member Volunteer Coordinator representative who live outside the 50 mile radius of the Symposium site. Family member volunteer coordinators who live within the 50 mile radius of the Symposium will be reimbursed for mileage. Funding for Air Guard family member volunteer coordinator attendees is the responsibility of the Senior Command. Wings should use the funding provided directly from NGB at the beginning of the FY). 129th RQW is responsible to support Family Member Volunteer Coordinator the GSUs of the 162nd CCG.

Military Attendees - Funding for all Air and Army military attendees is the responsibility of individual Senior Commands.

Dress for the Event - Dress for all sessions and all attendees, including military, is civilian business casual (Dockers, polo shirts, etc).

Agenda - This Symposium is designed to provide the opportunity to discuss the primary Family Readiness issues confronting the California National Guard. A specific agenda will be provided with the registration confirmation letter. Sessions will run:

Friday, 17 September
Registration: 3.00pm-8.00pm

Saturday, 13 September
Registration: 7.00am-12.00pm
General Session: 8.30pm-1.00pm (includes a working lunch)
Subject Group Breakouts: 1.00pm-5.00pm

Sunday, 14 September
Chapel Service: 7.30am-8.15am
Senior Command Breakouts: 8.30am-9.30am
Closing Session and Issue Report Out: 10.00am-12.00pm

Child Care Services - The hotel can provide referrals for childcare service that are bonded by the State of California and can be used during the Symposium. If you would like information, please call the Sheraton at (714) 778-1700.

If you have any questions, please don't hesitate to call June Sato in the Operation Ready Families Program office at (800) 449-9662 or (916) 854-3345 or DSN 466-3345 or by email at june.sato2@js.ca.ngb.army.mil. We look forward to seeing you at the Sheraton Anaheim Hotel for the "Adjutant General's Symposium on Family Readiness in the California National Guard."

Adjutant General's Symposium on Family Readiness in the California National Guard

18, 19 September 2004

Registration Form for Military Attendees

Please **consolidate** all military and family volunteer registrations and
return them **together** by 27 August 2004.

Senior Command: _____

Please include all military members that will participate in the Symposium.

Rank _____ Name _____
Last First MI

Military Position _____

Best Mailing Address: _____
Street

City State Zip Code

Home Phone Number: _____

Work Phone Number: _____

E-mail Address: _____

Fax Number: _____

Will you need additional tickets to the Saturday Lunch (\$25.00)? Yes _____ No _____

If yes, how many? _____

Do you or your guest(s) have any special dietary needs?

Please specify: _____

Operation Ready Families Program
9800 Goethe Road – P.O. Box 269101
Sacramento, California 95826-9101
(800) 449-9662, (916) 854-3345
DSN 466-3345 FAX (916) 854-3752

Adjutant General's Symposium on Family Readiness in the California National Guard

18, 19 September 2004

Registration Form for Volunteer Coordinator Attendees

Please **consolidate** all military and family volunteer registrations and return them **together** by 27 August 2004.

Senior Command _____

Field Unit Representing _____

Name _____
Last First MI

Social Security Number: _____ - _____ - _____
Required for individual travel orders and reimbursement

Best Mailing Address: _____
Street
City State Zip Code

Home Phone Number: _____

Work Phone Number: _____

E-mail Address: _____

Fax Number: _____

Mode of transportation: Gov. Vehicle ___ Private Vehicle ___ Commercial Air ___

Will you need any additional tickets to the Saturday Lunch (\$25.00)? Yes ___
No ___ If yes, how many? _____

Do you or your guests have any special dietary needs?
Please specify: _____

Operation Ready Families Program Coordinator
9800 Goethe Road - P.O. Box 269101
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DSN 466-3345 FAX (916) 854-3752

_____(CAJS-FP/)1st End

SUBJECT: Consolidated Registration - Adjutant General's Symposium on Family Readiness in the California National

FROM:

1. Attached are the registration forms for the Symposium attendees from the _____.

Senior Command Name
attendees.

Military Attendees

Volunteer Coordinator Attendees

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Symposium point of contact for this command is _____,
phone _____, email_____.

(Command Signature Block)